



GRAPHIC DESIGNER I

Departmental Open

EXAM ID: 6TRBF

Department(s): Caltrans
Bulletin Release Date: 02/22/2017
Final Filing Date: 03/10/2017
Salary: \$3,374.00 to \$4,224.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Graphic Designer I** examination. Employment from this examination may be offered in all Districts and Sacramento County, though positions may not currently exist in all locations.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

The online Training and Experience Evaluation must be submitted by the final filling date listed on this bulletin. MAILED, FAXED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

TO ACCESS THE ONLINE EXAMINATION VISIT:

<https://www.surveymonkey.com/r/CT-6trbf>

POSITION STATEMENT

Graphic designers are responsible for the consultation, research, concept development, and execution in the production of a visual communication product.

Under direction, the Graphic Designer I is responsible for the development and production of complex graphic design work or assists the Graphic Designer II or III in the development and completion of design production. The Graphic Designer I uses traditional and/or computer-assisted applications for layout, illustration, and image editing.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for Caltrans in all Districts and Sacramento County. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. You must certify during the online examination process that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Experience: One year of experience in page layout, drawing, photo editing, type formatting, and electronic file preparation using both traditional and/or computer-assisted software.

And

Education: Successful completion of a total of 12 semester college units with a minimum of two units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.

<http://www.calhr.ca.gov/state-hr-professionals/pages/2884.aspx>

EXAMINATION INFORMATION

This examination will consist of an online [Training and Experience Evaluation](#) weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles of graphic design
2. Techniques of interpreting statistical data
3. Methods and techniques of freehand drawing and color illustration
4. Elements of design such as: line, shape, texture, space, size, value, and color
5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, aspect ratio, and proportion/scale
6. Page layout, color theory, and typography
7. Principles of use for graphic tools and equipment
8. Graphic Design software application
9. Procedures for creating electronic files for output for single and multicolor publication

Ability to:

1. Communicate effectively
2. Use the elements of design to create page layout
3. Perform image editing
4. Apply color theory and typography
5. Apply creatively in the preparation of art work
6. Learn and apply new software
7. Produce freehand drawing and color illustration
8. Maintain and organize project materials and/or electronic files
9. Utilize graphic design software applications

10. Prioritize workload to meet multiple project deadlines while working independently and/or collaboratively
11. Respond professionally to constructive criticism
12. Work individually and/or collaboratively
13. Maintain confidentiality in all aspects of job performance

SPECIAL PERSONAL CHARACTERISTICS

Visual acuity and color vision sufficient to successfully perform the job.

ADDITIONAL DESIRABLE QUALIFICATIONS

A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7427.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **CALTRANS** three weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALTRANS reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was

planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, 1515 "S" Street, Sacramento, CA 95811 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86,

Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.